

# Office of Human Capital

“Building Tomorrow’s Workforce Today”



## Professional Intern Program (PIP) & Federal Career Intern Program (FCIP)

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## **Professional Intern Program (PIP) and Federal Career Intern Program (FCIP)**

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- The only difference in these two programs is the hiring authority by which the intern was brought onboard. FCIP's must be in a developmental program two years no matter what grade they were hired in at.
- These programs are developmental programs for recently appointed college graduate or employees who have moved into entry or intermediate level professional occupations.
- Programs consist of 1, 2, or 3 phases.
- Promotions upon satisfactory completion of intensive developmental assignments are 12-18 months in each phase or within 90 days unless constraints beyond managements control.
- Engineering interns with AST rankings are eligible for the accelerated training program.

## Formal Training

- All interns are required to complete a comprehensive training course in communication skills and two electives of their choice before the final PIP/FCIP promotion to the target position.
- The required course is Effective Briefings. The electives can be any subject the supervisor and intern feel is appropriate for the interns professional development.
- Waivers are rarely granted and only by request from the supervisor via memo to the Organization & Leadership Development Office PIP/FCIP Coordinator. The intern must provide proof of prior training or experience in the briefings discipline to have the course waived. We try to never waive the Effective Briefings class so the intern is prepared to speak comfortably to a group when required to make their final presentation to their Directorate and managers.

## Job Rotations

- Rotational assignments are a requirement of the program. The intern and supervisor should work closely to select meaningful rotation sites to broaden professional capabilities, to provide understanding of interns position and how it crosses other organizations, and to obtain a grasp of the overall MSFC mission.
- Rotational assignments can vary in length and number but the recommendation is 2-3 rotations at a length of 3-6 months. Goal should be to give the intern the most benefit and provide meaningful assistance to the rotational organizations.

## Individual Development Plan (IDP)

- Form MSFC 3593 and 3593-1.
- Supervisor assisted by the admin officer, career counselor, and intern should prepare the IDP.
- It will be 1, 2, or 3 phases depending on the entry grade and target grade.
- It will include specific on-the-job training requirements, specific job rotations, communication skills training, and other training courses needed for job specific duties.
- Should cover the entire length of the internship which will be 6 months to 3 years depending on the entry grade level (a minimum of 2 years for FCIP's is required).

## Evaluations for Business Professional Interns

- For a business professional intern, each six months, beginning with the entry date into the program.
- The intern submits MSFC Form 3623, their evaluation of their program, to the supervisor.
- The supervisor fills out and forwards the MSFC Form 3622, their evaluation of the intern's performance, along with the interns Form 3623 to the Admin Officer after going over the evaluation with the intern.
- The Admin Officer then forwards the original of both forms to the PIP/FCIP Coordinator at HS10/Janie Moyers.

## Evaluations for Science and Engineering Interns

- Science and Engineering intern evaluations are required every 2 months for the first six months during their accelerated promotion period.
- Evaluations are required every 4 months after the first six months.
- Promotions are not signed by the PIP/FCIP coordinator until all paper work is received.

## Final Requirements to Complete the Program

- Before the final promotion can be granted all requirements of the program must be met:
  - A PIP/FCIP Plan (IDP) must be in place.
  - All courses must be completed – if due to circumstances beyond the interns control have prevented them from completing the course work, courses may be scheduled and taken immediately the first time they are offered after the promotion. Promotions can be held up if there is not a good reason for coursework not completed.
  - All evaluations must be on record.
  - A presentation to the Directorate must be completed or scheduled within one week of the promotion.
- Promotions may be delayed due to failure to meet any of the above requirement.